



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	NUTRITIONIST (Multiple Positions)
Posting Number	PN# 110972
Department	Health & Human Services Department
Division	Neighborhood Services
Section	WIC Program
Reporting Location	8000 N. Stadium Dr. 3 rd Floor
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
*Subject to change	

DESCRIPTION OF DUTIES

Oversees, plans, analyzes and monitors the delivery of health nutrition services for the Health Department and the community.

CORE FUNCTIONS

- Must be able to develop and provide nutritional health care education and consultation to health department clients and their families.
- Must be able to identify patient eligibility for social service programs; refer patients to proper social service agency.
- Provides public health nutrition services for non-family groups; e.g., childcare centers, schools, nursing homes, industry.
- Must have the ability to provide general nutrition classes/programs.
- Must have the ability to implement and supervise program operations and evaluate employee performance.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor of Science degree in Nutrition or Dietetics; and the successful completion of an internship that meets the approval of the A.D.A. or a curriculum that meets the Plan IV specifications prescribed by the American Dietetics Association, with the successful completion of an internship that meets the approval of the A.D.A.

MINIMUM EXPERIENCE REQUIREMENTS

No experience is required.

MINIMUM LICENSE REQUIREMENTS

- Must have a valid Texas driver's license and comply with the City of Houston's policy on driving (AP2-2).
- Registration with the American Dietetic Association (RD) is preferred. Depending on assignment may require both Registration (RD) and state of Texas licensure (LD), if working in areas involving Medicare/Medicaid reimbursement.

PREFERENCES

Bilingual (Spanish) and WIC experience.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

GRANT FUNDED POSITION

This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 14
\$861- \$1,159 Biweekly \$22,386- \$30,134 Annually

OPENING DATE

June 7, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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